

General Relief (GR) Program Guide (PG) Letter #67

November 2, 2011

Subject	GR PROGRAM AND BOARD & CARE PAYMENT PROGRAM (BCPP) CHANGES
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Effective	October 13, 2011
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References	<ul style="list-style-type: none">• Board of Supervisors Minute Orders 8/2/11 (5) and 9/13/11 (11)• County of San Diego Ordinance 10165 (New Series)
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Purpose	<p>The purpose of this Letter is to:</p> <ul style="list-style-type: none">• provide updated instructions for the reporting of sponsored indigent aliens to Citizenship and Immigration Services (CIS);• provide instructions for the aiding of certain children affected by the CalWORKs Maximum Family Grant (MFG) rules; and• eliminate the BCPP.
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Background	<p>The previous County Administrative Code Section 264 required the County to “report all aliens who are eligible for GR to be reported to the Immigration and Naturalization Service (INS).”</p>
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Current policy is that children affected by the CalWORKs MFG rules are considered recipients of CalWORKs even though no additional cash aid is provided for these children. As such they are ineligible for GR.

The BCPP was authorized as a discretionary program effective November 9, 1995. This program was under-utilized for several years and was not used after January 2008. Individuals who have a need for Board and Care placement have been assisted through County Medical Services (CMS).

Highlighted Changes	<p>Administrative Code Section 264 was updated to require workers to report sponsored aliens and their sponsor to CIS when a sponsored alien is eligible for GR during the sponsorship period.</p>
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Administrative Code Section 257.4 was added to establish eligibility requirements for children affected by the CalWORKs MFG rules. MFG

children who are in a zero-grant CalWORKs case are now eligible for GR. This zero-grant situation usually occurs if the parent has been sanctioned or is receiving Supplemental Security Income/State Supplemental Payments (SSI/SSP) and the MFG child is the only child in the home.

BCPP has been eliminated.

**Alien
Reporting**

Sponsored aliens (within the 3-year sponsorship period) who are eligible to GR because the sponsor is not adequately supporting them are to be referred to CIS. The report will also include the sponsor's information. The worker must complete form 11-118 HHSA. Image the completed form in the case, send one copy to CIS at the address on the form, and one copy to the GR Program Specialist at Mail Stop W-414.

**MFG
Children:
Introduction**

Children who are in a CalWORKs case that are receiving a zero grant will now be eligible to GR as long as all other GR eligibility requirements are met (including family income and property). The table below shows the additional requirements for these children to be eligible. These items must be verified at intake and recertification.

If the child is ...	Then the child must ...
any age,	have received the age-appropriate immunizations.
age 6 or older,	be attending school.

**MFG
Children:
Application**

When parent(s) of an MFG child apply for GR, the worker must clear CalWIN to ensure that the case is truly a zero-grant case. All other GR eligibility requirements must be met (for example, residency, property, and income). Workers will notify applicants of the status of the application using the notice of action (NOA) shown in the table below.

Status	Notice
Approval	11-21 HHSA
Denial	11-43 HHSA

**MFG
Children:
Liens**

Since the parent(s) are responsible relatives for the MFG child(ren), the parent(s) who are applying for the child must sign the lien. Marital status for the lien will still determine who must sign the lien for the

child.

**MFG
Children:
SSP 14**

The parent(s) must sign the SSP 14 for the child. The determination for an Initial Claim or Posteligibility case will follow the current rules in [GRPG 90-800.4](#).

**MFG
Children:
Certification**

MFG Children aided under this program will be aided as Employable with Limitations (EL). There is no Job Search or Job Training requirement for these children. They will have a six-month certification period. The worker must enter them as Unemployable on the **Display Employability Summary** window without an end date.

**MFG
Children:
Budget Units**

The MFG children who are eligible for GR under this provision will be aided as singles in shared housing. The worker must count the number of people living in the home with the child to determine the proper grant payment amount.

**MFG
Children:
Verifications**

All verifications must be provided according to the requirements in the GRPG. The parent(s)' identity must also be verified and they must complete the photograph and fingerprint imaging requirements.

**MFG Children:
Immunizations**

Age-appropriate immunizations as identified by the Centers for Disease Control are required MFG child for eligibility to GR. Immunization schedules are located in GRPG 90-100 Appendix G. The immunization record must be imaged to the case. If the immunizations are not up to date, the NOA will be requested manually as shown in the table below. The worker must enter the reason and the appropriate GRPG cite on the notice.

Status	Notice
Denial	11-43 HHSA
Discontinuance	099-0

**MFG
Children:
School
Attendance**

Children ages 6 to 18 years of age must be attending school regularly. School attendance must be verified at application and recertification. If the child is not regularly attending school, then a NOA must be requested manually as shown in the table below. The worker must enter the reason and the appropriate GRPG cite on the notice.

Status	Notice
Denial	11-43 HHSA
Discontinuance	099-0

**MFG
Children:
Monthly
Reporting**

The parent(s) of the MFG child receiving GR assistance must complete the monthly eligibility report (CW 7). As part of processing the CW 7, the worker must also review CalWIN to ensure the CalWORKs case is still a zero-grant case.

BCPP

BCPP has been discontinued. Individuals who are residing in a Board & Care facility and apply for GR will be evaluated to determine if the individual is in a Room & Board situation or renting a room.

**Automation
Impact**

MFG Children

Workers must request an override from the staff in the FRC who are authorized to complete overrides as shown in the table below.

Window	Override
Display Eligibility Summary	FAIL to PASS
Display Grant	Total Benefit Amount from \$0 to the appropriate grant.

The worker must then confirm the overrides and run EDBC again and Authorize the results.

NOTE: These overrides must be requested each time EDBC is run on the case.

BCPP

Workers must not enter the facility as a Board & Care facility. This will allow CalWIN to evaluate using Room and Board rules.

Forms Impact

The table below shows the new/revised/obsolete forms/notices. The new/revised forms have been uploaded into Xerox Print Services and are available to be ordered.

Form	Title	Status	Additional Actions
11-21 HHSA	GR Approval	N/A	Added to Xerox.
11-38 HHSA Coversheet	GR Program Explanation	Revised	Use old stock. Black out Board and Care section.
11-74 HHSA	GR Verifications	Revised	Use old stock for situations

	Instructions		without an MFG child. The new version must be used for MFG situations.
11-118 HHSA	GR Sponsored Alien Determination	New	N/A
099-0	Discontinuance – Other Reason	N/A	Added to Xerox.
104-2	Board & Care Approval (to client)	Obsolete	End-dated in CalWIN.
105-4 Appr	Board & Care Approval (to B&C Operator)	Obsolete	End-dated in CalWIN.
105-4 Chng	Board & Care Change (to B&C Operator)	Obsolete	End-dated in CalWIN.

**ACCESS
Impact**

No impact.

**Imaging
Impact**

A ticket has been opened to add the 11-118 HHSA to DoReS. Until the form is added, workers must image the 11-118 HHSA using template 16-121.

The other forms are already mapped to DoReS.

**Other
Program
Impact**

No impact.

**Quality
Assurance
Impact**

Effective with the December 2011 review month, Quality Assurance will cite with the appropriate error any case that does not follow the requirements of this Letter.

**Summary of
Changes**

The table below shows the changes to the GRPG.

Section	Changes
90-100.2	Removed references to BCPP.
90-100.6	<ul style="list-style-type: none"> Updated age requirement to allow for MFG children to be aided. Added requirements for MFG children.
90-100.8	Added instructions for referral to CIS for sponsored

	aliens who receive GR during the sponsorship period.
90-100 Appendix D	Removed references to BCPP.
90-100 Appendix G	Added appendix to provide immunization schedules.
90-120.2	Removed references to BCPP.
90-150.1	Added identification requirements for the parent of an MFG child.
90-300.14	Added MFG child information for lien completion.
90-500.2	<ul style="list-style-type: none"> • Added information for the treatment of individuals in a Board & Care facility. • Added MFG children information.
90-600.3	Removed references to BCPP.
90-700.20	Added MFG children to Employable with Limitations.
90-850.1	Removed references to BCPP.
93-100	This section has been removed.

**Manager
Approval**

ORIGINAL SIGNED BY:

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DH